

## BORROWING INFORMATION FOR OAHU RESIDENTS

**IMPORTANT: The HIOSH Library will be closed permanently effective January 1, 2012. We apologize for any inconveniences; however, we no longer have the staff to maintain the library or provide the services.**

LOCATION:	Reference Library Hawaii Occupational Safety and Health Division (HIOSH) 830 Punchbowl Street, Room 425 Honolulu, Hawaii 96813
FAX:	(808) 586-9104
WEBSITE:	<a href="http://hawaii.gov/labor/hiosh">http://hawaii.gov/labor/hiosh</a>
HOURS:	Monday through Friday 7:45 a.m.-3:45 p.m. except on State holidays. Programs can be returned until 4:30 p.m. in Room 425.
HOW TO BORROW:	<p>You will need to complete and sign the <b>HIOSH Library Borrowing Agreement</b>, keep a copy and mail the <u>original</u> to the Library.</p> <p>Reservations can be made by mailing or faxing the <b>Reservation Form</b>. Requests need to be received by HIOSH at least two weeks prior from pick up date. Requests received by HIOSH without at least two weeks notice may not be confirmed.</p> <p>Please cancel your reservations if plans change, so that the programs can be available for others.</p>
AV LOAN PERIOD:	Materials may be borrowed for three working days and should be returned on the agreed due date. Arrangements can be made for a longer period of time dependent on the circumstances.
PICK UP & RETURN:	<p>Borrowers are asked to pick up and return materials at the HIOSH Library.</p> <p>Before returning the programs, please be sure the right videocassette or DVD is in the right container and accompanying printed materials are accounted for.</p> <p>Please help us improve our audio-visual loan service by completely filling out the "Audio-Visual Program Loan Record" card.</p>